

MINUTES OF A REGULAR MEETING OF THE DESIGN REVIEW BOARD OF THE TOWN OF CLARKDALE HELD ON WEDNESDAY, SEPTEMBER 14, 2005, AT 7:00 P.M. IN THE CLARK MEMORIAL CLUBHOUSE, 19 NORTH 9TH STREET, CLARKDALE, ARIZONA.

A regular meeting of the Design Review Board of the Town of Clarkdale was held on Wednesday, September 14, 2005, at 7:00 p.m. in the Clark Memorial Clubhouse, 19 North 9th Street, Clarkdale, AZ.

Board Members:

Chairperson

Board Members

Anke Pitrella	Present
Charles Scully	Absent
Marsha Foutz	Present
Ellie Bauer	Present

Staff:

Community Development Director

Planning Manager

Administrative Assistant

Steven Brown

Sherry Bailey

Charlene Stockseth

Others in Attendance:

1. **CALL TO ORDER:** Community Development Director Brown called the meeting to order at 7:05 p.m.
2. **ROLL CALL:** Administrative Assistant Stockseth called roll.
3. **MINUTES:** Board Member Bauer made a motion to approve the minutes of August 10, 2005. Board Member Pitrella seconded the motion. The motion passed unanimously.
4. **REPORTS:**
Chairperson's Report: None.
Staff Report: Community Development Director Brown stated that due to the absence of Planner II Zuniga, the Worksession on Hardscape Design Standards would be continued next meeting.
5. **PUBLIC COMMENT:** None.

Board Member Bauer motioned to move up item 9, under New Business; item 7 under New Business then item 8 under New Business. Board Member Foutz seconded the motion. The motion passed unanimously.

NEW BUSINESS

9. **ELECTION OF OFFICERS** – Board Member Foutz nominated Board Member Pitrella as Chairperson. Board Member Pitrella declined the nomination. Board Member Foutz

nominated board Member Bauer as Chairperson. Board Member Bauer stated she would accept the nomination if Board members could rotate conducting the meeting as Chair for a learning experience/training. Board Member Bauer stated, as Chairperson, she would sign all required documents as Chairperson. Board Member Pitrella seconded the motion. The Community Development Director stated he would review procedure and bring the findings to the next meeting. Chairperson Bauer nominated Board Member Foutz as Vice Chair. Board Member Pitrella seconded the motion. The motion was unanimous.

7. **DISCUSSION AND POSSIBLE ACTION** – on site Plan/Design Review for the Mountain Gate Development Sales Trailer, Parcel #400-06-053E, 601 S. 11th Street.

Staff Report: The applicant has submitted an application for a temporary sales trailer to be located on the commercial zoned parcel immediately adjacent to the Mountain Gate subdivision. The site is located along 11th Street and the proposed Mountain Gate Drive. They are proposing to place a modular building twelve feet by eighty feet on the site, along with a hard surfaced parking area. Since utilities will be unavailable to this site and given the temporary nature of the use, the applicant will be placing a skid generator on site as well as two porta-johns. The structure will be light gray with dark gray trim.

Staff reviewed the Applicability of Review for the site plan.

Staff also discussed and reviewed the Design Review procedures for the proposed modular building.

Staff Comments: The applicant has indicated that this is strictly a temporary structure to be used as a sales office until the model homes are available. At that time, a conditional use permit will be required to allow the sales use. However, even as a temporary structure required information is missing. Staff is proposing some stipulations that we recommend be added if the Board approves this application.

Recommendation: The Design Review Board may approve the plan as submitted, conditionally approve with stipulations or disapprove this application as filed.

If the Board decides to approve the application, staff requests the following stipulations are included:

1. The applicant submit to the Community Development Department for review and approval prior to the issuance of a building permit for the temporary building:
 - a. A detailed, engineered grading plan and storm water prevention plan that specifically addresses site erosion and run off management during construction and once the project is completed.
 - b. Engineering for the detention basin.
 - c. A drain report for this site.
2. The applicant will submit a revised site plan with site dimensions and the legal description of this parcel.

3. The applicant will submit a detailed explanation of ingress and egress approach to the site during construction, access signage and how access to the site will be gained while the detour process is in effect.
4. A landscape plan for the site needs to be submitted with accommodations being made for the temporary nature of the use.
5. The applicant will supply a specific time line for the use of this temporary structure and the removal of the structure.

Applicant: Brian Nicholl stated one of the purposes of the sales trailer is to deter the public from going onto the site during construction. The applicant stated Empire will submit a detailed grading plan and storm water prevention plan that specifically addresses site erosion and run off management during construction and once the project is completed. They will also submit engineering for the detention basin and a drainage report for this site. A revised site plan with site dimensions and legal description of the parcel will also be submitted. A landscape plan for the site will be submitted for temporary use. The time line for the temporary structure will be six to nine months. The applicant also discussed the concerns of the ingress and egress approach to the site during construction, access signage and how access to the site will be gained while the detour process is in effect.

The Board discussed concerns for each of the stipulations. The concern of the ingress and egress approach to the site during construction, access signage and how access to the site will be gained while the detour process is in effect was covered by the applicant.

Board Member Foutz motioned to approve the Site Plan Review with the following stipulations:

1. The applicant submit to the Community Development Department for review and approval prior to the issuance of a building permit for the temporary building:
 - a. A detailed, engineered grading plan and storm water prevention plan that specifically addresses site erosion and run off management during construction and once the project is completed.
 - b. Engineering for the detention basin.
 - c. A drain report for this site.
2. The applicant will submit a revised site plan with site dimensions and the legal description of this parcel.
3. A landscape plan for the site needs to be submitted with accommodations being made for the temporary nature of the use.
4. The applicant will supply a specific time line for the use of this temporary structure and the removal of the structure.

Board Member Pitrella seconded the motion. The motion passed unanimously

8. **DISCUSSION AND POSSIBLE ACTION** – on Design Review for the 10/12 Lounge Exterior Signs and Gazebo, Parcel #400-03-182, 910 Main Street.

Staff Report: The applicant would like to construct an outdoor enclosed patio area immediately adjacent to the rear of the building between the building and the alley. The patio/gazebo will be enclosed with a six-foot block fence with block piers to be of the same material as the building and the block fence to have the painted stucco finish the same color approved in their March 9, 2005, Design Review of the original project. Within this enclosure they would like to construct a 16-foot by 16-foot post and beam gazebo area with a nine-foot high rough lattice slat roof. All lighting within this outdoor patio area will be rheostat controlled or low voltage. Landscaping will surround the patio area within the enclosure.

Staff Comments: At the March 9, 2005, meeting, the Design Review Board approved the stucco texture and color that was proposed to be used for the block enclosure. The original submittal had this area as existing open area not landscaped or used for parking. Elevations of the design and layout for the proposal were included in the packet.

Recommendation: Staff recommends that the board review the material and approve, conditionally approve, or disapprove this application based on the above-mentioned criteria.

Sign Request: The applicant would like to place a second sign above the side entrance exterior of the building off of the parking lot. This sign would be the same color as the March 9, 2005, approved restored sign. The size and design are similar to the original sign.

Recommendation: Staff recommended that the board review the material and approve, conditionally approve, or disapprove this application based on the above-mentioned criteria.

Applicant: Kerrie Bluff stated that the landscaping would be chosen from the Town of Clarkdale Plant List. She also stated that the parapet would now be copper colored metal siding and the same color as the Chamber roof instead of the stucco that had originally been planned.

Board Member Foutz approved the application for the placement of a second sign on the 10/12 Lounge which will adhere to the approved color schedule; the patio/gazebo with the placement within the yard enclosure and the substitution of copper colored metal siding on the parapet wall to replace the stucco with the following stipulation: Submit a landscape plan to the Community Development Department.

Board Member Pitrella seconded the motion. The motion was unanimous.

10. **MEETING TIME** – This item is deferred until the next meeting when all members are present.
11. **FUTURE AGENDA ITEMS:** None.

OLD BUSINESS:

6. **WORKSESSION** on Hardscape Design Standards – deferred until next meeting.

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12. **ADJOURNMENT:** Board member Foutz motioned to adjourn. Board Member Petrella seconded the motion. The motion was unanimous. The meeting adjourned at 9:00 p.m.

APPROVED BY:

SUBMITTED BY:

Ellie Bauer
Chairperson

Charlene Stockseth
Administrative Assistant